

Volunteer Job Description**: Grant Writer**

Birthday Dreams is a non-profit program dedicated to bringing joy to homeless children with the gift of a birthday party.

**Position Description**:

* Write and submit grant proposals for new and recurring funding for Birthday Dreams.
* Research new sources of funding that align with Birthday Dreams’ mission and strategies.
* Present new funding opportunities to Executive Director.
* Manage the grant submission calendar and coordinate deadlines with staff/Executive Director.

**Skills Required**:

* Exceptional organizational, writing and interpersonal communication skills.
* Strong attention to detail and the ability to work independently.
* Ability to prioritize and work well under tight deadlines.
* Experience with Outlook and other Microsoft software.

**Qualifications**:

* Experience doing intensive research and analyzing data.
* Experience in writing and editing grant proposals.
* Prior experience as a non-profit board member/volunteer or with non-profit donor development is desired.

**Hours**:

* 3-5 hours per week are ideal. We are flexible and will work with your schedule.
* Working remotely is possibility as long you can occasionally work with staff/Executive Director.
* Office Hours are 9am-5pm, Monday-Friday.
* Attend monthly board meetings as needed.
* Prefer a minimum of a 6-month commitment.

**Benefits**:

* Use your experience to support creating fun birthday parties for homeless children.
* Contribute to public awareness about disadvantaged children and their families.
* Work behind the scenes to ensure children can celebrate their special day.

**Work Site Location**:

* Birthday Dreams Office: 1101 Bronson Way N., Renton, WA 98057.

**How to Apply**:

* Go to [www.birthdaydreams.org](http://www.birthdaydreams.org) to learn more about the organization and its volunteer program or call: (425) 988-3954.
* Apply online or indicate an interest in the position by sending an email to: [volunteer@birthdaydreams.org](mailto:volunteer@birthdaydreams.org)

**Reports To**:

* Executive Director

**Additional Info**:

* Criminal background check is required.
* Signing a Confidentiality Agreement is required.
* Must be at least age 18.